

Adult Education Advisory Committee
June 9, 2004
Utah State Office of Education
Room 241
10:00 A.M. – 1:00 P.M.

Approved Minutes

PRESENT: Sandra Grant, Wayne Mifflin, Jeffrey Galli, Norman Nakamura, Steve Norton, Dave Steele, Edith Mitko, Paula Oakey, Virginia Sanchez, James Andersen, Kim Dohrer, David Frost, Don Uchida, Shauna South, Murray Meszaros, and Carolyn Johnson (Secretary)

EXCUSED: David Peterson, Suzette Hudson (Martellaro), Don Carpenter, and Cindy Krueger.

Welcome:

The Adult Education Advisory Meeting was held **June 9, 2004** at the Utah State Office of Education in Room 241. Jim Anderson welcomed everyone and each member introduced him/herself and stated the group they represented.

Approval of the Minutes

The minutes from May 12, 2004 were reviewed and the following changes were made. The word "Chair" was removed from Kim Dohrer's name. The name Cindy Krueger replaced Kim Dohrer's as the person who seconded the motion to adjourn. It was indicated that Norman Nakamura should be changed to represent the **Refugees/Immigrants** committee instead of the **Ethnic/Minorities** committee. Kim Dohrer moved to approve the minutes with the recommended changes, and Wayne Mifflin seconded.

Committee Membership Follow up

Jim had been assigned to invite a person to represent Business and Industry and one to represent Community/Faith-Based Organizations. He sent a letter inviting Catholic Community Services to recommend someone to serve on the Advisory Committee, as well as, to the Huish Detergent Company because they hire a lot of refugees, immigrants and non high school graduates. He has not received a response yet, but anticipates hearing back

Dave Frost indicated he had not heard back from Claudia Thorum yet regarding his contact assignment for a Business and Industry person, and indicated he would have to postpone for another month.

Dave Steele said he had communicated with Rich Nelson, Chairman of Economic Development, explaining that Adult Education was looking for business people to participate but was having a difficult time being successful. Jim said to get an address and he would send Rich a letter asking him if he would be willing to help.

Jim indicated it was his understanding if he got representatives from two businesses and representatives of minorities or refugees, the committee would have a full council.

Update on the MIS System

Dave informed the committee that an on-line data system will be available beginning July 1 for all districts. Jim mentioned he would like to identify large, medium and small districts to test the system. There is an additional issue in creating a data-share between the Department of Rehabilitation, the Department of Workforce Services and the Utah State Office of Education, Adult Education Section so data can be shared. The committee would like to look at the opportunity of a cooperative agreement between the Utah State Office of Rehabilitation and Department of Workforce Services regarding data share. Dave and James discussed they would like to meet with some of the attorneys to make things happen. It was mentioned it is about 15 years overdue. Jim mentioned he talked about this issue in the last Coordinating Council.

Fee Structure

Jim also summarized the information on Fee Structure for the committee as follows. Dave Steele presented the recommended changes regarding the fee structure, (attached to the minutes) and indicated that he anticipates a response from the Legislature. When this happens it is the desire that someone from Adult Education, (hopefully Dave Steele) an adult education director, and a student will be present at the Legislature. Jim asked for any other comments on fee structure and there were no additional responses.

Audit Criteria Documents

The subject of audits was addressed, and comment was made that some were really good and some were bad. The committee was concerned whether or not the auditors were trained in terms of where and what to look for so the audits could be uniform throughout the state. It was suggested that an orientation for auditors should be provided prior to visiting districts.

Dave said that auditors don't respond as to how they are going to get the information, however, he indicated there were less problems and difficulties than he anticipated. Three audits were slow to come in due to a problem of not being able to find information. He stated that it should be the practitioner's responsibility to make sure the information is made available.

Dave said he would be willing to invite the auditors to come to an overview to see what Adult Education is about. Due to the various issues related to the audits and the findings, Dave indicated he had personally visited 21 districts.

Attention was directed to page 5 of 6 regarding the exceptions from the auditors. It was emphasized that Adult Education directors should respond to the exceptions in writing to both the budget director and to the Utah State Office of Education. Depending upon the written responses, the directors may or may not be visited regarding their audit. Dave also mentioned the audit findings may change the URAED Reports. Sandi Grant commented that the auditors should clarify what the exceptions are.

GED and State Database

Murray passed out a letter in draft form to the committee and expressed his desire to contact all the adult education programs regarding the GED database. He explained he was working on the prospect of identifying GED preparation sites by district and locations within districts. He indicated that by assigning a unique code per preparation site, the GED database could verify by preparation site those persons who had taken GED.

Comment was made that there are a lot of students taking the GED who are not associated with taking any programs; and there was considerable discussion about which preparation site should receive credit for the students GED readiness, when students prepare at one site and go to another preparation site to test.

Jim stated that a discussion regarding "outcomes" needs to happen with adult education directors, and Dave suggested it would be wise to get a group together to discuss some solutions. *(It was the decision of the committee that there should be more input from the directors before Murray sends the letter out that requests adult education sites to identify themselves.)*

Another feature about the GED scoring and database is the valuable opportunity for examinees to go "online" to register for GED test taking, thereby saving themselves a trip to a GED testing site to complete the demographic forms.

Murray also indicated the GED scoring database is very good, and he would like to demonstrate how it runs at the next meeting in the South Board Room. He explained that the scoring database depends on a unique examinee identifier, which is the student's social security number. There was concern as to whether or not social security numbers should be used due to the high rate of identity theft. Murray emphasized that without it, "you divorce yourself from the ability to sort." For now, Social Security numbers will be used until there is another plan.

Sub-Committee meeting to discuss goals and tasks.

Jim identified two sub-committees (listed below) scheduled for a 15-minute discussion, however, it was questioned whether or not it would be enough time to accomplish the objectives.

Public Relations sub-committee: Purpose is to focus on needs assessment and implementing solutions for adult students being served and not being served, as well as, an awareness of access of services.

Don Carpenter (absent)
Sandi Grant
Jeff Galli
Wayne Mifflin
Suzette Hudson (absent)
Paula Oakey
David Peterson (absent)

Advocacy sub-committee: Purpose is to get information to government officials and agencies about Adult Education

Jim Andersen
Cindy Krueger (absent)
Norman Nakamura
Steve Norton
Shauna South
Dave Steele

There was a question of whether or not a person had to be assigned to a committee and the answer was no.

Dave emphasized we are further behind in FY 06 than we were a year ago in FY 05. The Legislature gave adult education some money last year and will probably be less likely to be as supportive this year, (along with the fact there will be a new crew coming along with the new Governor). Dave indicated it's going to be an important process to be involved with public relations and dealing with policy makers.

Kim Dohrer asked if there were a lot of agenda items for next month and suggested to spend the meeting time in July working on the sub committees tasks. After considerable discussion regarding time lines and political meetings, Dave said with only 13 days left, it didn't leave much time to influence the primary candidates. His perception was to be prepared with strategies, reporting mechanisms, and information that will be beneficial to those candidates that emerge from the final elections in November. Then appointments could be made to meet with them.

When asked if the committee had to make recommendations to the State Board, the answer was "yes," and Dave stated he got permission to write to the State Board asking them to include Adult Education, and thanked them for their support last year. Dave also told about his efforts of communicating with other various political organizations, and making various presentations in support of Adult Education because it is not being talked about.

It was suggested if the Legislative people in PTA could be reached prior to their retreat, it would be good to request that Adult Education be put on their agenda. Comment was made to contact the new PTA President, (Rhonda Rose - 261-3100).

Other related items to Adult Education and the need to get a lot of work done were discussed. It was the decision of the committee to meet in July and dedicate all the time to specifically work on the two sub-committees. The regular date was changed from July 14th **to July 7th** from **10 a.m. to 12 p.m.** (South Board Room) so that all the committee members could attend and accomplish their goals.

Sign up for Program Review.

It was recommended to the committee members that as soon as Dave has a tentative list of the program reviews scheduled, everybody should sign up to go either with Dave, Sandi or Shauna.

Other Business

The *URAED Report* is on the web site. Shauna indicated that everybody should have received an email stating that the report is up and ready to work on before August. She also indicated that the *Federal Reimbursement Request* has been slightly revised and the new form is effective now.

Don Uchida referred back to the MIS system and information previously discussed. He explained their office, (the Utah State Office of Rehabilitation) had five different cooperative agreements with DWS, regarding data share, and briefly explained each one. (Copies were passed out.)

Norm Nakamura shared an "FYI" that the National Conference of State Legislatures will be meeting in Salt Lake in July. One of the Sections will talk about language acquisition and access to services. He indicated Jim was asked to speak to a group of about 30 to 50 state legislatures from different parts of the country.

Jim announced Horizonte was having graduation night at 6:00 p.m. at the Huntsman Center with 400 in caps and gowns, but a total of 600 graduating this year. He invited anybody who wanted attend, and mentioned that there would be six or seven thousand in attendance.

Shauna South reported the two trainings for URAED Reports has gone fairly well, and the final one is scheduled for June 25th at Southpointe High School. She mentioned it was her desire to do more and be consistent.

Edith Mitko announced that they are having the Asian Pacific Festival Saturday at the South Towne Exposition Center.

Adjourn

Dave thanked everybody for their attendance and participation. Kim Dorher moved they close the meeting and Paula Oakey seconded it. Meeting was adjourned.